

Site Specific Health and Safety Plan

Revision 11 9/20/2012

Project Name: Yakima Valley Dairies

Project Number: SK030335
Client Name: George DeRuyter & Sons Dairy
Date: 5/2/2013
Revision: 5/14/2013

Approvals:

HASP Developer: Lisa Sebesta

HASP Reviewer: Joel Hunt

Project Manager: Kevin M. Freeman

Emergency Information

Site Address: [REDACTED], Outlook, WA 98953

Emergency Phone Numbers:

Emergency (fire, police, ambulance)	911
Emergency (facility specific, if applicable): Sunnyside Community Hospital	509.837.1500
Emergency Other (specify) Poison Control	800.332.3073
Client Contact	
WorkCare (non-lifethreatening injury/illness)	1-800.455.6155
Project H&S John De Jong	1.408.772.5714
Task Manager Tom Mullen	208.755.1094
Project Manager Kevin Freeman	1.509.981.4747
Corporate H&S Specialist Tim Hess	720.244.4931
Corporate H&S Director Mija Coppola	410.923.7823

Hospital Name and Address:



Hospital Phone Number: 509.837.1500

Incident Notification Process

- 1 Dial 911/Facility Emergency Number/WorkCare as applicable
- 2 Contact PM/Supervisor Kevin Freeman
- 3 Contact Corporate H&S Mija Coppola
- 4 Contact Client [REDACTED], George DeRuyter & Son Dairy, LLC

Complete below, as applicable, or clear cell contents:

Location of Assembly Area(s): Outside of the exclusion zones

Route to the Hospital



Dekker Rd

1. Head south on Dekker Rd toward Kellum Rd
About 11 mins
go 4.3 mi
total 4.3 mi
2. Turn left onto Yakima Valley Hwy
About 9 mins
go 5.7 mi
total 10.0 mi
3. Turn right onto N 9th St
About 2 mins
go 0.4 mi
total 10.4 mi
4. Turn left onto Franklin Ave
go 295 ft
total 10.5 mi
5. Continue onto Tacoma Ave
Destination will be on the left
go 62 ft
total 10.5 mi



Sunnyside Community Hospital
1016 Tacoma Ave, Sunnyside, WA 98944

General Information

Site Type (select all applicable where work will be conducted):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Active | <input type="checkbox"/> Railroad |
| <input type="checkbox"/> Bridge | <input checked="" type="checkbox"/> Remote Area |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Roadway (public, including right-of-way) |
| <input type="checkbox"/> Government | <input type="checkbox"/> Secure |
| <input type="checkbox"/> Inactive | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Unsecured |
| <input type="checkbox"/> Landfill | <input type="checkbox"/> Utility |
| <input type="checkbox"/> Marine | <input checked="" type="checkbox"/> Other (specify): <u>Agricultural Land/Farm</u> |
| <input type="checkbox"/> Mining | |
| <input type="checkbox"/> Parking Lot/Private Roadway | |

Surrounding Area and Topography (select one):

- ☐ Surrounding area and topography are presented in the project work plan
- ☒ Surrounding area and topography (*briefly describe*):
The site is located in the Yakima Valley of Washington. Topography is generally flat. Land use is primarily agricultural.

Site Background (select one):

- ☐ Site background is presented in the project work plan
- ☒ Site background (*briefly describe*):
The site(s) include several major dairy operations and surrounding residential areas near Sunnyside, Washington. Presently the general land use is rural with confined animal operations and other agricultural operations. The surrounding areas are residential with a majority of them containing large tracts of land regularly farmed for agricultural production.

Project Tasks

The following tasks are identified for this project:

Examples: "Drilling/soil sampling", "Surveying", "General Inspections", "Construction Management/Inspections"

- 1 Soil Sampling Using Manual Methods (i.e. Hand Auger) S
- 2 _____
- 3 _____
- 4 _____
- 5 _____

- ☐ Subcontractor H&S information is attached
 ☒ ARCADIS Standards apply to augment JSA
☒ Utility clearance required. *[list standard(s) below]*
☒ ARCADIS Field H&S Handbook sections apply *(list below)*

Comments:

H&S Standards- Daily Safety Meetings/Tailgates, First Aid, General H&S Rules and Safe Work Permits, HASP, Stop Work, General Housekeeping, Personal Hygiene and Field Sanitation, Personal Safety and Other Unique Site Conditions, Heat Stress, Biological Hazards, Illumination, Medical Surveillance, Vehicle Safety and Driving, Daily Tailgate Meetings, Biological Hazards, and Personal Protective Equipment.

Roles and Responsibilities

Name	Role	Additional Responsibilities (Describe)
1 Kevin Freeman	PM	
2 Tom Mullen	TM	
3 John De Jong	Field Lead	
4 John De Jong	SSO	
5 _____	_____	_____
6 _____	_____	_____

Training

<p><i>All ARCADIS employees are required to have the following training:</i></p> <p> <input checked="" type="checkbox"/> 40 hr HAZWOPER w current refresh. <input type="checkbox"/> 24 hr HAZWOPER <input type="checkbox"/> 10 hr Construction <input type="checkbox"/> HazMat #1 (Ground/Air/MOT) <input checked="" type="checkbox"/> HazMat #4 (MOT) <input type="checkbox"/> HazCom/Emergency Action Plan <input checked="" type="checkbox"/> H&S Orientation (classroom); or <input type="checkbox"/> H&S Orientation (on-line) <input checked="" type="checkbox"/> PPE <input type="checkbox"/> Respiratory protection <input type="checkbox"/> MSHA <input checked="" type="checkbox"/> Smith System (on-line) <input type="checkbox"/> OTS/eRailsafe <input type="checkbox"/> Client specific: <input type="checkbox"/> Other: </p>	<p><i>Selected ARCADIS employees are required to have the following additional training:</i></p> <p>Names or Numbers from above</p> <p> <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> First aid/CPR/BBP <input type="checkbox"/> 30 hr Construction <input type="checkbox"/> 10 hr Construction <input type="checkbox"/> HazMat #1 (Gr./Air/MOT) <input type="checkbox"/> HazMat #4 (MOT) <input type="checkbox"/> Confined space entrant <input type="checkbox"/> Confined space rescue <input type="checkbox"/> Excavation CP <input type="checkbox"/> Electrical (NFPA 70E) <input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> H&S Orientation (class) <input type="checkbox"/> OTS/eRailsafe <input type="checkbox"/> Smith Sys. (hands on) <input type="checkbox"/> Boating safety <input type="checkbox"/> Other: </p>
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Hazard Analysis

Risk Assessment Matrix		Likelihood Ratings** (likelihood that incident would occur)			
Consequences Ratings*		A	B	C	D
People	Property	0 Almost impossible	1 Possible but unlikely	2 Likely to happen	3 Almost certain to happen
1 - Slight or no health	Slight or no damage	0 - Low	1 - Low	2 - Low	3 - Low
2 - Minor health effect	Minor damage	0 - Low	2 - Low	4 - Medium	6 - Medium
3 - Major health effect	Local damage	0 - Low	3 - Low	6 - Medium	9 - High
4 - Fatalities	Major damage	0 - Low.	4 - Medium.	8 - High	12 - High

Division

Environment

Business Unit

REM

Task 1: Soil Sampling Using Manual Methods (i.e. Hand Auger)

Hazardous Activity #1

Field-Mobilization/Demobilization - from a site

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	M	Chemical	L	Driving	M	Electrical	L
Environmental	L	Gravity	L	Mechanical	L	Motion	L
Personal Safety	M	Pressure	L	Radiation	L	Sound	L

Overall Unmitigated Risk: Medium Mitigated Risk: Low if utilizing:
Primary Controls: TRACK Field H&S Handbook Engineering Controls

Secondary Controls: JSAs Job Briefing/Site Awareness PPE (see HASP "PPE" section) Admin. Controls

Hazardous Activity #2

Field-Biological - insects, spiders, snakes, etc

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	M	Chemical	-	Driving	-	Electrical	-
Environmental	-	Gravity	-	Mechanical	-	Motion	-
Personal Safety	-	Pressure	-	Radiation	-	Sound	-

Overall Unmitigated Risk: Medium Mitigated Risk: Low if utilizing:
Primary Controls: TRACK Engineering Controls PPE (see HASP "PPE" section)

Secondary Controls: JSAs HASP Job Briefing/Site Awareness PPE (see HASP "PPE" section) Housekeeping

Hazardous Activity #3

Field-Utilities- pre-clearing utilities by manual means (auger, probe, shovel, etc)

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	M	Chemical	L	Driving	-	Electrical	L
Environmental	-	Gravity	M	Mechanical	M	Motion	M
Personal Safety	-	Pressure	M	Radiation	-	Sound	M

Overall Unmitigated Risk: Medium Mitigated Risk: Low if utilizing:
Primary Controls: TRACK H&S Standards Job Briefing/Site Awareness PPE (see HASP "PPE" section) JSAs

Secondary Controls: Specialized Equipment Engineering Controls Admin. Controls

Hazardous Activity #4

Field-Sampling - manual soil sampling (hand auger, trowel, etc)

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	-	Chemical	M	Driving	-	Electrical	-
Environmental	L	Gravity	L	Mechanical	-	Motion	M
Personal Safety	-	Pressure	-	Radiation	-	Sound	-

Overall Unmitigated Risk: Medium Mitigated Risk: Low if utilizing:
Primary Controls: TRACK JSAs PPE (see HASP "PPE" section) Job Rotation Job Briefing/Site Awareness

Secondary Controls: Inspections Specialized Equipment

Hazardous Activity #5

Field-Sampling - sample cooler preparation

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	-	Chemical	M	Driving	-	Electrical	-
Environmental	-	Gravity	M	Mechanical	L	Motion	L
Personal Safety	M	Pressure	-	Radiation	-	Sound	-

Overall Unmitigated Risk: **Medium** Mitigated Risk: **Low** if utilizing:
Primary Controls: TRACK JSAs Engineering Controls PPE (see HASP "PPE" section) See HASP "Monitoring" section
Secondary Controls: Job Briefing/Site Awareness Admin. Controls Work Plan

Risk Assessment Matrix		Likelihood Ratings** (likelihood that incident would occur)			
Consequences Ratings*		A	B	C	D
People	Property	0 Almost impossible	1 Possible but unlikely	2 Likely to happen	3 Almost certain to happen
1 - Slight or no health	Slight or no damage	0 - Low	1 - Low	2 - Low	3 - Low
2 - Minor health effect	Minor damage	0 - Low	2 - Low	4 - Medium	6 - Medium
3 - Major health effect	Local damage	0 - Low	3 - Low	6 - Medium	9 - High
4 - Fatalities	Major damage	0 - Low.	4 - Medium.	8 - High	12 - High

Task 2: 0

Hazardous Activity #1

Field-Mobilization/Demobilization - from a site

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	-	Chemical	L	Driving	M	Electrical	-
Environmental	-	Gravity	M	Mechanical	-	Motion	L
Personal Safety	-	Pressure	-	Radiation	-	Sound	-

Overall Unmitigated Risk: **Medium** Mitigated Risk: **Low** if utilizing:
Primary Controls: TRACK Field H&S Handbook Engineering Controls
Secondary Controls: JSAs Job Briefing/Site Awareness PPE (see HASP "PPE" section) Admin. Controls

Hazardous Activity #2

Field-Biological - insects, spiders, snakes, etc

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	M	Chemical	-	Driving	-	Electrical	-
Environmental	-	Gravity	-	Mechanical	-	Motion	-
Personal Safety	-	Pressure	-	Radiation	-	Sound	-

Overall Unmitigated Risk: **Medium** Mitigated Risk: **Low** if utilizing:
Primary Controls: TRACK Engineering Controls PPE (see HASP "PPE" section)
Secondary Controls: JSAs HASP Job Briefing/Site Awareness PPE (see HASP "PPE" section) Housekeeping

Additional Controls: Field personnel will not be working alone, but will be working in teams of two.

Hazardous Activity #3

Field-Measurement - water levels and well sounding

Hazard Types (unmitigated ranking H-High, M-Medium, L-Low):

Biological	-	Chemical	L	Driving	-	Electrical	-
Environmental	-	Gravity	L	Mechanical	-	Motion	M
Personal Safety	-	Pressure	-	Radiation	-	Sound	-

Overall Unmitigated Risk: **Low** Mitigated Risk: **Low** if utilizing:

☐ HAZCOM/GHS for this project is managed by the client or general contractor

Acids/Bases	Qty	Decontamination	Qty	Calibration	Qty.
<input type="checkbox"/> Not applicable		<input type="checkbox"/> Not applicable		<input type="checkbox"/> Not applicable	
<input type="checkbox"/> Hydrochloric acid	<500 ml	<input checked="" type="checkbox"/> Alconox	≤ 5 lbs	<input type="checkbox"/> Isobutylene/air	1 cyl
<input type="checkbox"/> Nitric acid	<500 ml	<input checked="" type="checkbox"/> Liquinox	≤ 1 gal	<input type="checkbox"/> Methane/air	1 cyl
<input type="checkbox"/> Sulfuric acid	<500 ml	<input type="checkbox"/> Acetone	≤ 1 gal	<input type="checkbox"/> Pentane/air	1 cyl
<input type="checkbox"/> Sodium hydroxide	<500 ml	<input type="checkbox"/> Methanol	≤ 1 gal	<input type="checkbox"/> Hydrogen/air	1 cyl
<input type="checkbox"/> Zinc acetate	<500 ml	<input type="checkbox"/> Hexane	≤ 1 gal	<input type="checkbox"/> Propane/air	1 cyl
<input type="checkbox"/> Ascorbic acid	<500 ml	<input type="checkbox"/> Isopropyl alcohol	≤ 4 gal	<input type="checkbox"/> Hydrogen sulfide/air	1 cyl
<input type="checkbox"/> Acetic acid	<500 ml	<input type="checkbox"/> Nitric acid	≤ 1 L	<input type="checkbox"/> Carbon monoxide/air	1 cyl
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:		<input checked="" type="checkbox"/> pH standards (4,7,10)	≤ 1 gal
_____		_____		<input checked="" type="checkbox"/> Conductivity standards	≤ 1 gal
_____		_____		<input type="checkbox"/> Other:	

Fuels		Qty.	Kits		Qty.
<input checked="" type="checkbox"/>	Not applicable		<input checked="" type="checkbox"/>	Not applicable	
<input type="checkbox"/>	Gasoline	≤ 5 gal	<input type="checkbox"/>	Hach (specify):	_____ 1 kit
<input type="checkbox"/>	Diesel	≤ 5 gal	<input type="checkbox"/>	DTECH (specify):	_____ 1 kit
<input type="checkbox"/>	Kerosene	≤ 5 gal	<input type="checkbox"/>	EPA 5035 Soil (specify kit):	_____ 1 kit
<input type="checkbox"/>	Propane	1 cyl	<input type="checkbox"/>	Other:	_____
<input type="checkbox"/>	Other:				_____

<input type="checkbox"/>	Remediation	Qty.	<input type="checkbox"/>	Other:	Qty.	<input type="checkbox"/>		Qty.
<input type="checkbox"/>	Not applicable		<input type="checkbox"/>	Not applicable		<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>	Spray paint	≤ 6 cans	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>	WD-40	≤ 1 can	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>	Pipe cement	≤ 1 can	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>	Pipe primer	≤ 1 can	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>	Mineral spirits	≤ 1 gal	<input type="checkbox"/>		

☐ Not applicable
☐ Printed copy in company vehicle
☐ Printed copy in the project trailer/office
☐ Printed copy attached
☒ Electronic copy on field computer

☐ Contractor MSDSs/SDSs are not applicable
☐ Contractor MSDSs/SDSs are attached
☐ Contractor MSDSs/SDSs will be on site and located: _____

☐ Bulk quantities of the following materials will be stored: _____

Contact the project H&S contact for information in determining code and regulatory requirements associated with bulk storage of materials.

Monitoring

☒ Chemical air monitoring is not required for this project.

For projects requiring air monitoring, list the relevant constituents representing a hazard to site workers.

Constituent	Max. Conc.	TWA	STEL	IDLH	LEL/UEL	VD	VP	IP
	Units	Units	Units	Units	(%)	Air=1	(mm Hg)	(eV)
None		9999	- 0	- 0	- 0	0	0	0
None		9999	- 0	- 0	- 0	0	0	0
None		9999	- 0	- 0	- 0	0	0	0
None		9999	- 0	- 0	- 0	0	0	0
None		9999	- 0	- 0	- 0	0	0	0
None		9999	- 0	- 0	- 0	0	0	0
Notes: TWAs are ACGIH 8 hr-TLVs unless noted.		p-ppm s- skin r- respirable	m-mg/m3 c-ceiling i-inhalable	c2- ceiling (2 hr) "9999" - NA N-NIOSH 10 hr REL	se-sensitizer O-OSHA PEL	#N/A" -Constituent is not in database, manually enter information		

Monitoring Equipment and General Protocols

Air monitoring is required for any task or activity where employees have potential exposure to vapors or particulates above the TWA. Action levels below are appropriate for most situations. Contact the project H&S contact for all stop work situations. Select monitoring frequency and instruments to be used.

Monitoring Frequency:

Indicator Tube/Chip Frequency:

>PID/FID action level per SSO instructions

	Instrument	Action Levels	Actions
<input type="checkbox"/>	Photoionization Detector	< 0.000 0.000 - 0.0	Continue work Sustained >5 min. continuous monitor, review eng. controls and PPE, proceed with caution
	Lamp (eV):	> 0.0	Sustained >5 min. stop work, contact SSO
<input type="checkbox"/>	Flame Ionization Detector (FID)	< 0.0 0.0 - 0.0 > 0.0	Continue work Sustained >5 min. continuous monitor, review eng. controls and PPE, use caution Sustained >5 min. stop work, contact SSO
<input type="checkbox"/>	LEL/O2 Meter	0-10% LEL >10-25% LEL >25% LEL 19.5%-23.5% O2 <19.5% O2 >23.5% O2	Continue work Continuous monitor, review eng. controls, proceed with caution Stop work, evacuate, contact SSO Normal, continue work O2 deficient, stop work, evacuate, cont. SSO O2 enriched, stop work, evacuate, contact SSO
<input type="checkbox"/>	Indicator: <input type="checkbox"/> tube <input type="checkbox"/> chip	≤PEL/TLV >PEL/TLV	Continue work Stop work, review eng. controls and PPE, contact SSO
	Compound(s):		
<input type="checkbox"/>	Particulate Monitor (mists, aerosols, dusts in mg/m ³)	< 2.5 2.5 - 5.00 > 5.00	Continue work Use engineering controls, monitor continuously Stop work, review controls, contact SSO
<input type="checkbox"/>	Other:	Specify:	Specify:

Personal Protective Equipment (PPE)

See JSA for the task being performed for PPE requirements . If the work is not conducted under a JSA, refer to the governing document for PPE requirements. At a minimum, the following checked PPE is required for all tasks during field work not covered by a JSA on this project:

Level D or Level D Modified:

<input checked="" type="checkbox"/> Hard hat	<input type="checkbox"/> Snake chaps/guards	<input type="checkbox"/> Coveralls:	Specify Type: _____
<input checked="" type="checkbox"/> Safety glasses	<input type="checkbox"/> Briar chaps	<input type="checkbox"/> Apron:	_____
<input type="checkbox"/> Safety goggles	<input type="checkbox"/> Chainsaw chaps	<input type="checkbox"/> Chem. resistant gloves:	_____
<input type="checkbox"/> Face shield	<input type="checkbox"/> Sturdy boot	<input checked="" type="checkbox"/> Gloves other:	Nitrile
<input checked="" type="checkbox"/> Hearing protection	<input checked="" type="checkbox"/> Steel toe boot	<input type="checkbox"/> Chemical boot:	_____
<input type="checkbox"/> Rain suit	<input type="checkbox"/> Metatarsal boot	<input checked="" type="checkbox"/> Boot other:	Disposable boot covers
<input type="checkbox"/> Other: _____	_____	<input checked="" type="checkbox"/> Traffic vest:	As needed
		<input type="checkbox"/> Life vest:	_____

Task specific PPE:

Comments:

Medical Surveillance (*check all that apply*)

- ☐ Medical Surveillance is not required for this project.
- ☒ HAZWOPER medical surveillance applies to all ARCADIS site workers on the project.
- ☐ HAZWOPER medical surveillance applies to all subcontractors on the project.
- ☐ HAZWOPER medical surveillance applies to all site workers on the project except:

☐ Other medical surveillance required (describe type and who is required to participate):

☐ Client drug and/or alcohol testing required.

Hazardous Materials Shipping and Transportation (*check all that apply*)

- ☐ Not applicable, no materials requiring a Shipping Determination will be transported or shipped
- ☒ A Shipping Determination has been reviewed and provided to field staff
- ☐ A Shipping Determination is attached
- ☐ All HazMat will be transported under Materials of Trade by ARCADIS
- ☐ Other (specify):

Roadway Work Zone Safety (*check all that apply*)

- ☒ Not applicable for this project
- ☐ All or portions of the work conducted under a TCP
- ☐ All or portions of the work conducted under a STAR Plan
- ☐ TCP or STAR Plan provided to field staff
- ☐ TCP or STAR Plan attached
- ☐ Other (specify):

ARCADIS Commercial Motor Vehicles (CMVs)

This section is applicable to ARCADIS operated vehicles only

- ☒ This project will **not** utilize CMV drivers
- ☐ This project will utilize CMV drivers

☐ Not applicable for this project.

☒ Site control protocols are addressed in JSA or other supporting document (attach)

☒ Maintain an exclusion zone of 10 ft. around the active work area

☐ Site control is integrated into the STAR Plan or TCP for the project

☐ Level C site control - refer to Level C Supplement attached

☐ Other (specify):

- ☐ Not applicable for this project.
- ☐ Decontamination protocols are addressed in JSA or other governing document (attach)
- ☒ Level D work- wash hands and face prior to consuming food, drink or tobacco.
- ☐ Level D Modified work- remove coveralls and contain, wash hands and face prior to consuming food, drink or tobacco. Ensure footwear is clean of site contaminants
- ☐ Level C work - refer to the Level C supplement attached.
- ☐ Other (specify):

- ☒ Mobile operation with access to off-site restrooms and potable water
- ☐ Restroom facilities on site provided by client or other contractor
- ☐ Project to provide portable toilets (1 per 20 workers)
- ☐ Potable water available on site
- ☒ Project to provide potable water (assume 1 gal./person/day)
- ☐ Project requires running water (hot and cold, or tepid) with soap and paper towels

- ☒ Safety briefing required daily
- ☐ Safety briefing required twice a day
- ☐ Safety briefings required at the following frequency: _____
- ☒ Subcontractors to participate in ARCADIS safety briefings
- ☐ ARCADIS to participate in client/contractor safety briefings
- ☐ Other (specify): _____

Safety equipment/supply requirements are addressed in the JSA for the task being performed. If work is not performed under a JSA, the following safety equipment is required to be present on site in good condition (Check all that apply):

- | | |
|---|--|
| <input checked="" type="checkbox"/> First aid kit | <input checked="" type="checkbox"/> Insect repellent |
| <input type="checkbox"/> Bloodborne pathogens kit | <input checked="" type="checkbox"/> Sunscreen |
| <input checked="" type="checkbox"/> Fire extinguisher | <input type="checkbox"/> Air horn |
| <input type="checkbox"/> Eyewash (ANSI compliant) | <input type="checkbox"/> Traffic cones |
| <input checked="" type="checkbox"/> Eyewash (bottle) | <input type="checkbox"/> 2-way radios |
| <input checked="" type="checkbox"/> Drinking water | <input type="checkbox"/> Heat stress monitor |
| <input checked="" type="checkbox"/> Other: | |
| Tick removal kit, leather | |

H&S Program (check all that apply)

- ☐ H&S metrics are provided on the account level, refer to account guidance
- ☒ TIP required at the following frequency on this project:
Select One: _____ mhrs _____ time(s) Define: _____ 1/week
- ☐ H&S Field Assessment required at the following frequency on this project:
Select One: _____ mhrs _____ time(s) Define: _____
- ☐ Other (specify): _____

List tasks anticipated for TIP activity:

Drilling & MW Installation

Signatures

I have read, understand and agree to abide by the requirements presented in this health and safety plan.
I understand that I have the absolute right to stop work if I recognize an unsafe condition affecting my work until corrected.

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Add additional sheets if necessary
- ☐ Subcontractor Acknowledgement Form attached
- You have an absolute right to STOP WORK if unsafe conditions exist!**

HASP Forms



TAILGATE HEALTH & SAFETY MEETING FORM

This form documents the tailgate meeting conducted in accordance with the Project HASP. Personnel who perform work operations on-site during the day are required to attend this meeting and to acknowledge their attendance, at least daily.

Project Name:		Project Location:	
Date:	Time:	Conducted by:	Signature/Title:
Client:		Client Contact:	Subcontractor companies:

TRACKing the Tailgate Meeting

Think through the Tasks (list the tasks for the day):

1 _____	3 _____	5 _____
2 _____	4 _____	6 _____

Other Hazardous Activities - Check the box if there are any other ARCADIS, Client or other party activities that may pose hazards to ARCADIS operations

☐

If there are none, write "None" here: _____

If yes, describe them here: _____

How will they be controlled? _____

Pework Authorization - check activities to be conducted that require permit issuance or completion of a checklist or similar before work begins:

Doc #

Doc #

<input type="checkbox"/> Not applicable	<u>Doc #</u>	<input type="checkbox"/> Working at Height	<u>Doc #</u>	<input type="checkbox"/> Confined Space	<u>Doc #</u>
<input type="checkbox"/> Energy Isolation (LOTO)	<u>Doc #</u>	<input type="checkbox"/> Excavation/Trenching	<u>Doc #</u>	<input type="checkbox"/> Hot Work	<u>Doc #</u>
<input type="checkbox"/> Mechanical Lifting Ops	<u>Doc #</u>	<input type="checkbox"/> Overhead & Buried Utilities	<u>Doc #</u>	<input type="checkbox"/> Other permit	<u>Doc #</u>

Discuss following questions (for some review previous day's post activities). **Check if yes :**

☐ Topics from Corp H&S to cover?

<input type="checkbox"/> Incidents from day before to review?	<input type="checkbox"/> Lessons learned from the day before?	<input type="checkbox"/> Any Stop Work Interventions yesterday?
<input type="checkbox"/> Any corrective actions from yesterday?	<input type="checkbox"/> Will any work deviate from plan?	<input type="checkbox"/> If deviations, notify PM & client
<input type="checkbox"/> JLAS or procedures are available?	<input type="checkbox"/> Field teams to "dirty" JLAS, as needed?	<input type="checkbox"/> All equipment checked & OK?
<input type="checkbox"/> Staff has appropriate PPE?	<input type="checkbox"/> Staff knows Emergency Plan (EAP)?	<input type="checkbox"/> Staff knows gathering points?

Comments: _____

Recognize the hazards (check all those that are discussed) (Examples are provided) and **Assess** the Risks (Low, Medium, High - circle risk level) - Provide an overall assessment of hazards to be encountered today and briefly list them under the hazard category.

<input type="checkbox"/> Gravity (i.e., ladder, scaffold, trips) (L M H)	<input type="checkbox"/> Motion (i.e., traffic, moving water) (L M H)	<input type="checkbox"/> Mechanical (i.e., augers, motors) (L M H)
<input type="checkbox"/> Electrical (i.e., utilities, lightning) (L M H)	<input type="checkbox"/> Pressure (i.e., gas cylinders, wells) (L M H)	<input type="checkbox"/> Environment (i.e., heat, cold, ice) (L M H)
<input type="checkbox"/> Chemical (i.e., fuel, acid, paint) (L M H)	<input type="checkbox"/> Biological (i.e., ticks, poison ivy) (L M H)	<input type="checkbox"/> Radiation (i.e., alpha, sun, laser) (L M H)
<input type="checkbox"/> Sound (i.e., machinery, generators) (L M H)	<input type="checkbox"/> Personal (i.e. alone, night, not fit) (L M H)	<input type="checkbox"/> Driving (i.e. car, ATV, boat, dozer) (L M H)

Continue TRACK Process on Page 2

TAILGATE HEALTH & SAFETY MEETING FORM - Pg. 2

Control the hazards (Check all and discuss those methods to control the hazards that will be implemented for the day): Review the HASP, applicable JLAs, and other control processes. Discuss and document any additional control processes.

☒ **STOP WORK AUTHORITY** (Must be addressed in every Tailgate meeting - (See statements below)

<input type="checkbox"/> Elimination <input type="checkbox"/> Engineering controls <input type="checkbox"/> General PPE Usage <input type="checkbox"/> Personal Hygiene <input type="checkbox"/> Emergency Action Plan (EAP) <input type="checkbox"/> JLA to be developed/used (<u>specify</u>) <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Substitution <input type="checkbox"/> Administrative controls <input type="checkbox"/> Hearing Conservation <input type="checkbox"/> Exposure Guidelines <input type="checkbox"/> Fall Protection <input type="checkbox"/> LPO conducted (<u>specify job/JLA</u>) <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Isolation <input type="checkbox"/> Monitoring <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Decon Procedures <input type="checkbox"/> Work Zones/Site Control <input type="checkbox"/> Traffic Control <input type="checkbox"/> Other (<u>specify</u>) <input type="checkbox"/> <input type="checkbox"/>
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Signature and Certification Section - Site Staff and Visitors

Name/Company/Signature	Initial & Sign in Time	Initial & Sign out Time	I have read and understand the

<p>Important Information and Numbers</p> <p>All site staff should arrive fit for work. If not, they should report to the supervisor any restrictions or concerns.</p> <p>In the event of an injury, employees will call WorkCare at 1.800.455.6155 and then notify the field supervisor who will, in turn, notify Corp H&S at 1.720.344.3844.</p> <p>In the event of a motor vehicle accident, employees will notify the field supervisor who will then notify Corp H&S at 1.720.344.3844 and then Corp Legal at 1.720.344.3756.</p> <p>In the event of a utility strike or other damage to property of a client or 3rd party, employees will immediately notify the field supervisor, who will then immediately notify Corp Legal at 1.678.373.9556 and Corp H&S at</p>	<p>Visitor Name/Co - not involved in work</p> <table style="width: 100%;"> <tr><td>In</td><td>Out</td></tr> <tr><td> </td><td> </td></tr> <tr><td>In</td><td>Out</td></tr> <tr><td> </td><td> </td></tr> <tr><td>In</td><td>Out</td></tr> <tr><td> </td><td> </td></tr> <tr><td>In</td><td>Out</td></tr> <tr><td> </td><td> </td></tr> </table>	In	Out			In	Out			In	Out			In	Out			<p>I will STOP the job any time anyone is concerned or uncertain about health & safety or if anyone identifies a hazard or additional mitigation not recorded in the site, project, job or task hazard assessment.</p> <p>I will be alert to any changes in personnel, conditions at the work site or hazards not covered by the original hazard assessments.</p> <p>If it is necessary to STOP THE JOB, I will perform TRACK; and then amend the hazard assessments or the HASP as needed.</p> <p>I will not assist a subcontractor or other party with their work unless it is absolutely necessary and then only after I have done TRACK and I have thoroughly controlled the hazard.</p>
In	Out																	
In	Out																	
In	Out																	
In	Out																	

Post Daily Activities Review - Review at end of day or before next day's work (Check those applicable and explain:)

<input type="checkbox"/>	Lessons learned and best practices learned today:	
<input type="checkbox"/>	Incidents that occurred today:	
<input type="checkbox"/>	Any Stop Work interventions today?	
<input type="checkbox"/>	Corrective/Preventive Actions needed for future work:	
<input type="checkbox"/>	Any other H&S issues:	

Keep H&S 1st in all things

WorkCare - 1.800.455.6155

Employee Signature Form

I certify that I have read, understand, and will abide by the safety requirements outlined in this HASP.

[illegible]

Subcontractor Acknowledgement: Receipt of HASP Signature Form

ARCADIS claims no responsibility for the use of this HASP by others although subcontractors working at the site may use this HASP as a guidance document. In any event, ARCADIS does not guarantee the health and/or safety of any person entering this site. Strict adherence to the health and safety guidelines provided herein will reduce, but not eliminate, the potential for injury at this site. To this end, health and safety becomes the inherent responsibility of personnel working at the site.

[illegible]

Visitor Acknowledgement and Acceptance of HASP Signature Form

By signing below, I waive, release and discharge the owner of the site and ARCADIS and their employees from any future claims for bodily and personal injuries which may result from my presence at, entering, or leaving the site and in any way arising from or related to any and all known and unknown conditions on the site.

[illegible]

Hazardous Materials Transportation Form

	Vehicle (place X in box)	Type (pick-up, car, box truck, etc.)
Personal		
Rental		
ARCADIS owned/leased		
Government owned		
Trailer		
Materials Transported	Quantity	Storage/Transport Container

List Trained Drivers:

Hazardous Materials Shipment Form

Material Description and Proper Shipping Name (per DOT or IATA)	Shipment Quantity	DOT Hazard Classification	Shipment Method (air/ground)

List Shipper (i.e., who we are offering the shipment to):

List Trained Employee(s):

WEEKLY “WALK-AROUND”

Office Location: _____

Vehicle/Plate Number: _____

1. Check under the hood; 2. Examine exterior; 3. Check for leaks under hood and exterior; 4. Test brakes, steering, transmission; and, 5. Examine interior.

“S” = *satisfactory* or “NS”= *not satisfactory*. *If “NS” is noted, please explain below and include what corrective action was taken and the date it was taken.*

	Date/Initials	S or NS	Date/Initials	S or NS	Date/Initials	S or NS	Date/Initials	S or NS	Date/Initials	S or NS	Date/Initials	S or NS	Date/Initials	S or NS
Odometer Reading														
Inside:														
Side & Rear-View Mirrors														
Horn and Door Locks														
Windshield wipers														
Heater, Defroster, AC														
Interior Lights & Panel/Gages														
Flashers & Turn Signals														
Parking & Emergency Brake														
Steering Wheel (excessive play?)														
Clutch (if applicable)														
Engine:														
Engine (start without problem?)														
Fluid Levels & Belts														
Noticeable Leaks														
Exterior:														
Lights, Flashers, Signals, Reflectors														
Tires (condition, inflation)														
Cargo Area/Tie-Downs Secure														
License Tags – Check Status (Date)														

Checked by – Name and initials

1. _____ 3. _____ 5. _____ 7. _____
 2. _____ 4. _____ 6. _____ 8. _____

Explanation: _____

JSAs

Job Safety Analysis

General

JSA ID	8457	Status	(3) Completed
Job Name	General Industry-Driving - passenger vehicles	Created Date	11/8/2012
Task Description	Driving Company Van or Passenger Vehicle to, from, and on-site	Completed Date	11/21/2012
Template	False	Auto Closed	False

Client / Project

Client	UTC
Project Number	039940200001
Project Name	Post-RA GW Mon
PIC	SAUDA, DONALD F
Project Manager	KAZZI, LANCE

User Roles

Role	Employee	Due Date	Completed Date	Supervisor	Active
Developer	Whipple, Curtis	11/26/2012	11/12/2012	Nelson, Bruce	<input checked="" type="checkbox"/>
HASP Reviewer	Bobar, Aaron	11/26/2012	11/21/2012	Lang, Daniel	<input checked="" type="checkbox"/>
Quality Reviewer	Castele, Daniel	11/23/2012	11/23/2012	Stewart, Stephen	<input checked="" type="checkbox"/>

Job Steps

Job Step No.	Job Step Description	Potential Hazard	Critical Action	H&S Reference
1	Pre-Trip Inspection	1 Failure to perform inspection may lead to an accident, damage to the vehicle or regulatory citation.	Perform required pre-trip inspections by checking general condition of the vehicle on all sides. Do not operate a vehicle with an identified deficiency that will affect operation of the vehicle. Ensure emergency equipment is present, in good condition and unobstructed.	
2	Cargo Inspection	1 Failure to inspect cargo may lead to unstable vehicle operation, damage to cargo or vehicle, accident or regulatory citation.	Inspect cargo: Loaded properly in bed of truck, van, or on trailer, adequately secured to prevent movement, inspect securing devices. Use edge protection if sharp edged cargo is present and using tiedowns. Use flagging to mark projecting loads.	
3	Driving the Vehicle	1 Improper operation of a vehicle may result in accident, injury, death or regulatory citation.	Operate according to local speed and traffic laws. Only drive in approved lanes, where regulated. Maintain Smith System 5 Keys while driving, add seconds to 4 second rule when carrying heavy cargo. Keep eyes moving in all directions, including vertically. All devices such as cell phones, etc. must be powered off when driving the vehicle. Stop the vehicle in a safe parking area prior to using a mobile device or programing navigation systems. Use warning devices when stopped on side of roadway.	
4	Slowing and Stopping the vehicle	1 Improper braking or stopping of a vehicle may cause load shifts damaging cargo or vehicle, create accident by rear ending other vehicles, or cause vehicle to be struck by other vehicle or train.	Brake early and gradually, slow and proceed with caution at railroad grade crossings. Stop at railroad grade crossings if transporting placarded quantity of hazmat per ARCADIS Transportation Safety Program.	
5	Backing and Parking	1 Improper backing may result in striking other objects or persons, cause trailer to jackknife causing damage to trailer, truck or cargo.	Avoid situations where backing will be required. Use Smith System, GOAL prior to backing or ARCADIS spotter program. Plan all backing. Back slowly 1-3 mph. Keep eyes moving continuously and monitor front of the CMV as well as back of the CMV when backing. Avoid blind side backing situations.	DOT Facts 005a

5	Backing and Parking	2	Improper parking of CMV or trailer may create difficulty in leaving parking area potentially resulting in accident, or result in regulatory citation if parked illegally.	Use pull through parking when permitted. Park in open areas of parking lots and select routes that reduce exposure to pedestrians in parking lots. Use horn in a proactive manner to communicate with other drivers and pedestrians.	
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PPE Personal Protective Equipment			
Type	Personal Protective Equipment	Description	Required
Hand Protection	work gloves (specify type)	Leather or other during trailer coupling	Required
Miscellaneous PPE	traffic vest--Class II or III		Required

Supplies			
Type	Supply	Description	Required
Miscellaneous	fire extinguisher		Required
	first aid kit		Required
	flashlight		Required
	Other	Spare fuses	Required
Traffic Control	Other	Warning devices (triangles, etc.)	Required

Review Comments		
Reviewer		Comments
Employee: Role Review Type Completed Date	Bobar, Aaron HASP Reviewer Revise 11/11/2012	The HASP you provided indicates that CMV will not apply to this project - are you driving an CMV, and if so, what type? If not - use the JSA template for passenger vehicles, or revise this JSA to remove references to CMV. Also, you may want to add a reminder that cell phones must be turned off while driving. Thanks!
Employee: Role Review Type Completed Date	Bobar, Aaron HASP Reviewer Approve 11/21/2012	As per our discussion, this looks good... Thanks
Employee: Role Review Type Completed Date	Castele, Daniel Quality Reviewer NA 11/23/2012	Good point regarding CMV versus passenger vehicles. Otherwise JSA is very thorough.

Job Safety Analysis

General

JSA ID	8512	Status	(3) Completed
Job Name	Environmental-Soil sampling/well installation - manual	Created Date	11/15/2012
Task Description	Soil Sampling using Hand Auger	Completed Date	12/13/2012
Template	False	Auto Closed	True

Client / Project

Client	DEPT. OF TOXIC SUBSTANCES CONTROL
Project Number	RV0098950001
Project Name	Central Valley Fertilizer
PIC	BEATTY, JENIFER JUNE
Project Manager	BEATTY, JENIFER JUNE

User Roles

Role	Employee	Due Date	Completed Date	Supervisor	Active
Developer	Frattali, John	12/6/2012	11/15/2012	Kudlinski, David	<input checked="" type="checkbox"/>
HASP Reviewer	Merrifield, Christopher	11/29/2012		Burgess, Thomas	<input type="checkbox"/>
Quality Reviewer	Ely, Jessica	12/13/2012	12/13/2012	Phillips, Hollis	<input checked="" type="checkbox"/>

Job Steps

Job Step No.	Job Step Description	Potential Hazard	Critical Action	H&S Reference
1	Sampling set-up	1 Underground utilities could be encountered during hand augering	Follow the Utility Clearance HS Standard	Utility Clearance HS Standard ARCHSF019
		2 Muscle fatigue can occur from lifting heavy equipment in and out of vehicle	Park as close as possible to the sample locations. Use lifting techniques outlined in the Field H&S Handbook	
		3 Slips/trips/falls could occur from uneven walking and working surfaces	Remove any gravel or debris from sampling location. Gravel will get stuck in auger and continue to fall back down in hole. A five gallon bucket with the bottom cut out will retain gravel from falling back down in the hole.	
2	Sampling set-up	1 Underground utilities could be encountered during hand augering	Follow the Utility Clearance HS Standard.	Utility Clearance HS Standard ARCHSF019
		2 Muscle strains can occur from lifting heavy equipment in and out of vehicle	Park as close as possible to the sampling locations. Use lifting techniques as outlined in the Field H&S Handbook.	
		3 Slips/trips/falls could occur from uneven walking and working surfaces	Remove any gravel or debris from sample location. Gravel will get stuck in auger or will continue to fall back down in hole. A five gallon bucket with the bottom cut out will retain gravel from falling back down in the hole.	
3	Installation of hand auger boring	1 Muscle strains from pulling/pushing could occur when installing the boring, and when removing the auger from the hole	Stretch out arms/back/shoulder muscles prior to beginning. Using firm grip on handle, slowly turn auger and progress downward in 6" increments. Slowly pull auger from hole-use legs to pull auger out of hole. If water is encountered, a suction will be created when trying to remove the auger. Ask for assistance from another worker if you can't remove safely on your own.	
		2 Hand strain and blisters could develop from prolonged hand augering	Select proper gloves for task, usually leather type work gloves or mechanics style gloves. If hot spots develop on hands (Hot Spots are where blisters start to form) readjust gloves or change to better padded glove. If blisters begin to form, stop work so as not to worsen blistering.	
		3 Over-exertion could occur when trying to force an auger forward if there is refusal.	If refusal occurs, Stop Work. Remove auger from hole and check hole with flashlight if possible. DO NOT overexert by using excessive force.	

3	Installation of hand auger boring	4	Fatigue can occur due to strenuous nature of hand augering activities	Take rest breaks as needed or switch out task with another employee.	
4	Collect Sample Soil Sample	1	Staff can come into contact with impacted soils	Wear chemical protective gloves as outlined in the HASP, and wear safety glasses.	
		2	Sharp edges and broken glassware can cause lacerations	Discard any broken sample containers or glass. Do not overtighten sample containers.	
		3	Containerizing and moving soil cuttings can cause muscle strains	Dispose of left over soil cuttings in a drum or bucket and dispose properly. Only fill buckets half full due to weight and strength of bucket. Wear leather work gloves and use good lifting techniques when handling buckets.	
5	Decon Hand Auger	1	Exposure to COCs while deconing equipment.	Wear chemical protective gloves as outlined in the HASP, and wear safety glasses.	
		2	Cleaning solutions can splash while deconing equipment	Use PPE as outlined in the HASP, and try to minimize splashing.	
		3	The end of the hand auger has sharp edges, and lacerations can occur	Use brush to scrub off soils and not hands. Do not reach into the nose (the end with teeth) of the auger with hand.	
6	Fill in Sample Location	1	Open boreholes are a trip hazard	Fill in hole with imported clean fill.	

PPE Personal Protective Equipment			
Type	Personal Protective Equipment	Description	Required
Eye Protection	safety glasses		Required
Foot Protection	steel-toe boots		Required
Hand Protection	chemical resistant gloves (specify type)	nitrile	Required
	work gloves (specify type)	leather	Required
Head Protection	hard hat		Required
Hearing Protection	ear plugs		Recommended
Miscellaneous PPE	traffic vest--Class II or III		Required

Supplies			
Type	Supply	Description	Required
Communication Devices	mobile phone		Required
Decontamination	Decon supplies (specify type)		Required
Miscellaneous	first aid kit		Required
Personal	eye wash (specify type)	bottle	Required
	insect repellent		Recommended
	sunscreen		Recommended
	water/fluid replacement		Required

Review Comments		
Reviewer	Comments	
Employee: Role Review Type Completed Date	Ely, Jessica Quality Reviewer NA 12/13/2012	Good JSA! I would also suggest that area housekeeping is required. Keep the area clean and organized to avoid slips and trips from something besides the borehole.


Chain-of-Custody, Handling, Packing and Shipping

Rev. #: 2

Rev Date: March 6, 2009

Approval Signatures

Prepared by:  Date: 3/6/09
Caron Koll

Reviewed by:  Date: 3/6/09
Jane Kennedy (Technical Expert)

I. Scope and Application

This Standard Operating Procedure (SOP) describes the chain-of-custody, handling, packing, and shipping procedures for the management of samples to decrease the potential for cross-contamination, tampering, mis-identification, and breakage, and to insure that samples are maintained in a controlled environment from the time of collection until receipt by the analytical laboratory.

II. Personnel Qualifications

ARCADIS field sampling personnel will have current health and safety training, including 40-hour HAZWOPER training, Department of Transportation (DOT) training, site supervisor training, and site-specific training, as needed. In addition, ARCADIS field sampling personnel will be versed in the relevant SOPs and possess the skills and experience necessary to successfully complete the desired field work.

III. Equipment List

The following list provides materials that may be required for each project. Project documents and sample collection requirements should be reviewed prior to initiating field operations:

- indelible ink pens (black or blue);
- polyethylene bags (resealable-type);
- clear packing tape, strapping tape, duct tape;
- chain of custody
- DOT shipping forms, as applicable
- custody seals or tape;
- appropriate sample containers and labels,;
- insulated coolers of adequate size for samples and sufficient ice to maintain 4°C during collection and transfer of samples;
- wet ice;
- cushioning and absorbent material (i.e., bubble wrap or bags);

- temperature blank
- sample return shipping papers and addresses; and
- field notebook.

IV. Cautions

Review project requirements and select appropriate supplies prior to field mobilization.

Insure that appropriate sample containers with applicable preservatives, coolers, and packing material have been supplied by the laboratory.

Understand the offsite transfer requirements for the facility at which samples are collected.

If overnight courier service is required schedule pick-up or know where the drop-off service center is located and the hours of operation. Prior to using air transportation, confirm air shipment is acceptable under DOT and International Air Transport Association (IATA) regulation

Schedule pick-up time for laboratory courier or know location of laboratory/service center and hours of operation.

Understand DOT and IATA shipping requirements and evaluate dangerous goods shipping regulations relative to the samples being collected (i.e. complete an ARCADIS shipping determination). Review the ARCADIS SOPs for shipping, packaging and labeling of dangerous goods. Potential samples requiring compliance with this DOT regulation include:

- Methanol preservation for Volatile Organic Compounds in soil samples
- Non-aqueous phase liquids (NAPL)

V. Health and Safety Considerations

Follow health and safety procedures outlined in the project/site Health and Safety Plan (HASP).

Use caution and appropriate cut resistant gloves when tightening lids to 40 mL vials. These vials can break while tightening and can lacerate hand. Amber vials (thinner glass) are more prone to breakage.

Some sample containers contain preservatives.

- The preservatives must be retained in the sample container and should in no instance be rinsed out.
- Preservatives may be corrosive and standard care should be exercised to reduce potential contact to personnel skin or clothing. Follow project safety procedures if spillage is observed.
- If sample container caps are broken discard the bottle. Do not use for sample collection.

VI. Procedure

Chain-of-Custody Procedures

1. Prior to collecting samples, complete the chain-of-custody record header information by filling in the project number, project name, and the name(s) of the sampling technician(s) and other relevant project information. Attachment 1 provides an example chain-o- custody record
2. Chain-of-custody information **MUST** be printed legibly using indelible ink (black or blue).
3. After sample collection, enter the individual sample information on the chain-of-custody:
 - a. Sample Identification indicates the well number or soil location that the sample was collected from. Appropriate values for this field include well locations, grid points, or soil boring identification numbers (e.g., MW-3, X-20, SB-30). When the depth interval is included, the complete sample ID would be "SB-30 (0.5-1.0) where the depth interval is in feet. Please note it is very important that the use of hyphens in sample names and depth units (i.e., feet or inches) remain consistent for all samples entered on the chain-of-custody form. **DO NOT** use the apostrophe or quotes in the sample ID. Sample names may also use the abbreviations "FB," "TB," and "DUP" as prefixes or suffixes to indicate that the sample is a field blank, trip blank, or field duplicate, respectively. **NOTE:** The sample

nomenclature may be dictated by the project database and require unique identification for each sample collected for the project. Consult the project data management plan for additional information regarding sample identification.

- b. List the date of sample collection. The date format to be followed should be mm/dd/yy (e.g., 03/07/09) or mm/dd/yyyy (e.g. 03/07/2009).
- c. List the time that the sample was collected. The time value should be presented using military format. For example, 3:15 P.M. should be entered as 15:15.
- d. The composite field should be checked if the sample is a composite over a period of time or from several different locations and mixed prior to placing in sample containers.
- e. The "Grab". field should be marked with an "X" if the sample was collected as an individual grab sample. (e.g. monitoring well sample or soil interval).
- f. Any sample preservation should be noted.
- g. The analytical parameters that the samples are being analyzed for should be written legibly on the diagonal lines. As much detail as possible should be presented to allow the analytical laboratory to properly analyze the samples. For example, polychlorinated biphenyl (PCB) analyses may be represented by entering "PCBs" or "Method 8082." Multiple methods and/or analytical parameters may be combined for each column (e.g., PCBs/VOCs/SVOCs or 8082/8260/8270). These columns should also be used to present project-specific parameter lists (e.g., Appendix IX+3 target analyte list. Each sample that requires a particular parameter analysis will be identified by placing the number of containers in the appropriate analytical parameter column. For metals in particular, indicate which metals are required.
- h. Number of containers for each method requested. This information may be included under the parameter or as a total for the sample based on the chain of custody form used.
- i. Note which samples should be used for site specific matrix spikes.
- j. Indicate any special project requirements.

- k. Indicate turnaround time required.
 - l. Provide contact name and phone number in the event that problems are encountered when samples are received at the laboratory.
 - m. If available attach the Laboratory Task Order or Work Authorization forms
 - n. The remarks field should be used to communicate special analytical requirements to the laboratory. These requirements may be on a per sample basis such as “extract and hold sample until notified,” or may be used to inform the laboratory of special reporting requirements for the entire sample delivery group (SDG). Reporting requirements that should be specified in the remarks column include: 1) turnaround time; 2) contact and address where data reports should be sent; 3) name of laboratory project manager; and 4) type of sample preservation used.
 - o. The “Relinquished By” field should contain the signature of the sampling technician who relinquished custody of the samples to the shipping courier or the analytical laboratory.
 - p. The “Date” field following the signature block indicates the date the samples were relinquished. The date format should be mm/dd/yyyy (e.g., 03/07/2005).
 - q. The “Time” field following the signature block indicates the time that the samples were relinquished. The time value should be presented using military format. For example, 3:15 P.M. should be entered as 15:15.
 - r. The “Received By” section is signed by sample courier or laboratory representative who received the samples from the sampling technician or it is signed upon laboratory receipt from the overnight courier service.
- 3. Complete as many chain-of-custody forms as necessary to properly document the collection and transfer of the samples to the analytical laboratory.
 - 4. Upon completing the chain-of-custody forms, forward two copies to the analytical laboratory and retain one copy for the field records.
 - 5. If electronic chain-of-custody forms are utilized, sign the form and make 1 copy for ARCADIS internal records and forward the original with the samples to the laboratory.

Handling Procedures

1. After completing the sample collection procedures, record the following information in the field notebook with indelible ink:
 - project number and site name;
 - sample identification code and other sample identification information, if appropriate;
 - sampling method;
 - date;
 - name of sampler(s);
 - time;
 - location (project reference);
 - location of field duplicates and both sample identifications;
 - locations that field QC samples were collected including equipment blanks, field blanks and additional sample volume for matrix spikes; and
 - any comments.
2. Complete the sample label with the following information in indelible ink:
 - sample type (e.g., surface water);
 - sample identification code and other sample identification information, if applicable;
 - analysis required;
 - date;
 - time sampled; and
 - initials of sampling personnel;

- sample matrix; and
 - preservative added, if applicable.
3. Cover the label with clear packing tape to secure the label onto the container and to protect the label from liquid.
 4. Confirm that all caps on the sample containers are secure and tightly closed.
 5. In some instances it may be necessary to wrap the sample container cap with clear packing tape to prevent it from becoming loose.
 6. For some projects individual custody seals may be required. Custody seal evidence tape may be placed on the shipping container or they may be placed on each sample container such that the cooler or cap cannot be opened without breaking the custody seal. The custody seal should be initialed and dated prior to relinquishing the samples.

Packing Procedures

Following collection, samples must be placed on wet ice to initiate cooling to 4°C immediately. Retain samples on ice until ready to pack for shipment to the laboratory.

1. Secure the outside and inside of the drain plug at the bottom of the cooler being used for sample transport with “Duct” tape.
2. Place a new large heavy duty plastic garbage bag inside each cooler
3. Place each sample bottle wrapped in bubble wrap inside the garbage bag. VOC vials may be grouped by sample in individual resealable plastic bags). If a cooler temperature blank is supplied by the laboratory, it should be packaged following the same procedures as the samples. If the laboratory did not include a temperature blank, do not add one. Place 1 to 2 inches of cushioning material (i.e., vermiculite) at the bottom of the cooler.
4. Place the sealed sample containers upright in the cooler.
5. Package ice in large resealable plastic bags and place inside the large garbage bag in the cooler. Samples placed on ice will be cooled to and maintained at a temperature of approximately 4°C.

6. Fill the remaining space in the cooler with cushioning material such as bubble wrap. The cooler must be securely packed and cushioned in an upright position and be surrounded (Note: to comply with 49 CFR 173.4, filled cooler must not exceed 64 pounds).
7. Place the completed chain-of-custody record(s) in a large resealable bag and tape the bag to the inside of the cooler lid.
8. Close the lid of the cooler and fasten with packing tape.
9. Wrap strapping tape around both ends of the cooler.
10. Mark the cooler on the outside with the following information: shipping address, return address, "Fragile, Handle with Care" labels on the top and on one side, and arrows indicating "This Side Up" on two adjacent sides.
11. Place custody seal evidence tape over front right and back left of the cooler lid, initial and date, then cover with clear plastic tape.

Note: Procedure numbers 2, 3, 5, and 6 may be modified in cases where laboratories provide customized shipping coolers. These cooler types are designed so the sample bottles and ice packs fit snugly within preformed styrofoam cushioning and insulating packing material.

Shipping Procedures

1. All samples will be delivered by an express carrier within 48 hours of sample collection. Alternatively, samples may be delivered directly to the laboratory or laboratory service center or a laboratory courier may be used for sample pickup.
2. If parameters with short holding times are required (e.g., VOCs [EnCore™ Sampler], nitrate, nitrite, ortho-phosphate and BOD), sampling personnel will take precautions to ship or deliver samples to the laboratory so that the holding times will not be exceeded.
3. Samples must be maintained at 4°C±2°C until shipment and through receipt at the laboratory
4. All shipments must be in accordance with DOT regulations and ARCADIS dangerous goods shipping SOPs.

5. When the samples are received by the laboratory, laboratory personnel will complete the chain-of-custody by recording the date and time of receipt of samples, measuring and recording the internal temperature of the shipping container, and checking the sample identification numbers on the containers to ensure they correspond with the chain-of-custody forms.

Any deviations between the chain-of-custody and the sample containers, broken containers, or temperature excursions will be communicated to ARCADIS immediately by the laboratory.

VII. Waste Management

Not applicable

VIII. Data Recording and Management

Chain-of-custody records will be transmitted to the ARCADIS PM or designee at the end of each day unless otherwise directed by the ARCADIS PM. The sampling team leader retains copies of the chain-of-custody forms for filing in the project file. Record retention shall be in accordance with project requirements.

IX. Quality Assurance

Chain-of-custody forms will be legibly completed in accordance with the applicable project documents such as Sampling and Analysis Plan (SAP), Quality Assurance Project Plan (QAPP), Work Plan, or other project guidance documents. A copy of the completed chain-of-custody form will be sent to the ARCADIS Project Manager or designee for review.

X. References

Not Applicable

Attachment 1



ID#:

CHAIN OF CUSTODY & LABORATORY ANALYSIS REQUEST FORM

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Lab Work Order #

[illegible]